



JOB DESCRIPTION

JOB TITLE: Animal Control Officer

DEPARTMENT: Police Department

REPORTS TO: Police Sergeant

DATE: April, 2009

EMPLOYEE UNIT: CSOA

Supersedes: August, 1997

FLSA EXEMPT: No

JOB SUMMARY: Under direct supervision of a Police Sergeant, performs animal control functions including complaint handling, field response, rabies control and education, and licensing (animals in the City of Morgan Hill and the City of Gilroy).

CLASS CHARACTERISTICS: This is an entry level civilian law enforcement classification. Principal duties include providing animal control services in the field, public information, and clerical support procedures in support of the animal control function. As experience is gained, there is greater independence of action, following established guidelines. A significant degree of initiative, independent judgment, and discretion is required. The ability to positively interact with community members and professionals from other government agencies is required of incumbents to develop, maintain and successfully perform this customer service position.

The specific technical nature of law enforcement and animal control procedures, plus the necessity to undergo a thorough background investigation prior to appointment, and the variety of duties, many of which are in the field in many non-routine circumstances, distinguishes this class from other civilian classifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Sergeant, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Process animal licenses for both the cities of Morgan Hill and Gilroy in a timely manner; prepare regular reports regarding the status of licenses issued, revenues earned and expenses incurred.
2. Assist in ensuring that all necessary policies and procedures are disseminated and understood by all individuals involved directly and indirectly with the animal control activities, and that proper training and orientation occurs for animal control activities.
3. Handle a variety of routine complaints and complaint investigations related to animal control.
4. Provide and/or coordinate field responses involving animal pick-up/trapping, situation assessment and

public information, some of which occur outside of regularly assigned work hours.

5. Prepare regular reports regarding levels of activity for animal control, including time spent on the various animal control activities.
6. Issue citations and make court appearances related to animal control regulations.
7. Assist with the ordering of animal control equipment.
8. Perform other related duties, including but not limited to, handling animal abuse situations, code violations, investigating complaints, resolving neighborhood disputes investigating animal sightings, such as mountain lion sightings, catching and killing rattlesnakes, euthanasia of injured wildlife, picking up stray, sick, injured, and dead animals, investigating animal bites, handling quarantine of sick animals, and other related tasks.
9. Assist with the recruitment, training and motivating of community volunteers to assist with animal control functions.
10. Assist patrol in various functions of the police department to include traffic control and locating missing children.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or the equivalent.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Must possess a valid first aid/CPR certification.
3. Must possess a current rabies vaccination and must obtain periodic booster shots.

Other Requirements:

1. Must be 18 years of age at time of appointment as an Animal Control Officer.
2. Must satisfactorily complete the required 832 PC class within 90 days of hire.
3. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.
4. Must be willing to work various hours, rotating shifts, weekends and holidays, and to work flexible schedules.
5. Willingness and ability to respond on a 24-hour, callback basis.
6. Bilingual English/Spanish highly desirable.

Knowledge of:

1. Current local/state animal control codes and regulations.
2. State laws related to the animal control function, such as search and seizures, animal control laws, etc.
3. Record keeping principles and practices.
4. Correct English usage, including spelling, grammar, and punctuation.
5. Dog breeds.
6. Rabies information and regulations.
7. Wildlife, such as mountain lions, foxes, rattlesnakes, etc., and their habits.

Skill in:

1. Answering inquiries and providing factual and technical information regarding the activities of the position.
2. Effectively relating with the public, employees and community volunteers.
3. Communicating clearly and concisely, both orally and in writing.
4. Collecting, compiling and analyzing basic information and data.
5. Maintaining accurate records and preparing clear, concise and competent reports.
6. Making field contact with various animals, some of which may be hostile and/or injured.
7. Use of common office software including Microsoft Office and applicable specialized law enforcement software.
8. Making rapid, sound independent judgment within legal and procedural guidelines.
9. Providing outstanding customer satisfaction (internally and externally).
10. Proficient use of specialized law enforcement weapons and equipment.

Ability to:

1. Provide varied office administrative and clerical assistance with a minimum of supervision.
2. Quickly learn and retain complex laws, codes and case law pertaining to law enforcement duties.
3. Quickly learn the policies, procedures and performance standards pertaining to the work.
4. Use initiative and sound independent judgment within established guidelines.
5. Develop and maintain effective working relationships with those contacted in the course of the work.
6. Prioritize work; coordinate several activities and follow-up as required.
7. Assist with the training and supervision of other staff and volunteers assigned to the animal control function.
8. Properly handle animal control equipment.
9. Work with sick or injured animals, dead animals, euthanization, etc.
10. Think and act quickly in emergencies and evaluating situations and people accurately.
11. Use discretion effectively to determine a proper course of action consistent with a community-oriented, problem solving approach to policing.
12. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or

controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.

2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 40% indoors and 60% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.